



EXHIBITOR MOVE-OUT INSTRUCTIONS

NON-COURIER PICK-UPS

1. Pack up everything in your booth.
 - a. If we are storing your empty freight containers, we will deliver them to you once the show is done.
 - i. **NOTE:** If there is aisle carpet, please note that we can only bring out freight containers once they have been removed from the aisles.
 2. Leave all packed up freight **IN YOUR BOOTH**, and please bring your vehicle to the north loading dock.
 - a. Addresses can be found on the bottom of this page.
 3. When you arrive at the dock, a Global representative will ask for your booth number.
 4. The Global representative will direct you to the appropriate bay.
 5. A Global team member will bring a dolly to your booth, load the freight, deliver it to the bay you are parked at, and help pack up your vehicle.
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COURIER PICK-UPS

1. Pack up everything in your booth.
 - a. If we are storing your empty freight containers, we will deliver them to you once the show is done.
 - i. **NOTE:** If there is aisle carpet, please note that we can only bring out freight containers once they have been removed from the aisles.
2. Leave all packed up freight **IN YOUR BOOTH**.
 - a. Ensure all shipping labels are filled out fully and clear. Ensure the label is fixed securely to the freight.
 - i. Addresses can be found on the bottom of this page.
 - b. Arrange pickup times with your courier if you haven't already done so.
 - i. Please note that on the labels that the exhibitor is the shipper, **NOT** Global Convention Services or Calgary TELUS Convention Center.
 - c. **NOTE:** If freight is not picked up on the show site within 24 hour period, it will be transferred to our offsite warehouse where material handling storage fees will apply.

POST SHOW WAREHOUSES ADDRESS: 6693 30th Street SE, Calgary, AB, T2C 1N6 (Mon-Fri 08:00-14:00)

SHOW SITE ADDRESS: 705 1st SE, Calgary, AB, T2G 2L9 (Mon-Fri 07:00-15:00)

W: <https://www.globalconvention.ca>